
Introduction and Authority

The Delaware Department of Transportation's Professional Services Procurement Manual outlines administrative procedures for the registration, evaluation, selection and monitoring of consultants employed by the Department as required by and in compliance with the Delaware Code, Title 29, Chapter 69, "The State Procurement Act" and policies established herein.

The procedures in this Manual apply to all those professional service contracts within the context of 29 Del. C., Chapter 69. *'Professional services' means services, which generally require specialized education, training or knowledge and involve intellectual skills. Examples of professional services included but are not limited to engineering, environmental engineering, environmental monitoring, land surveying, landscape architecture, geology, archaeologists, architectural historians, historians, educational consultants, management, medical, teaching, planning, computer information management, financial, accounting, auditing, construction management, and arbitration services.*

These procedures, by policy, also apply to all other professional service contracts that may be entered into on behalf of the Department.

Meeting the Department's mandated role to provide multi-modal transportation services involves procuring professional services under a variety of situations including requirements for the following:

- Large Services
- Multiple Source Services
- Small Services
- Specialized Services

- Critical Need Services
- Emergency Services
- Sole Source Services

Procedures in this Manual provide guidance for procuring and administering contracts for professional services to meet each of these situations.

Modifications to these procedures are permitted if reviewed by the Consultant Policy Committee and approved by the Secretary. These special procedures may be tailored for an Office's needs for Professional Services provided that the overall intent is consistent with Title 29, Chapter 69.

Approval to use a special process is not be construed as eliminating the administrative procedures outlined in this Manual in their entirety; approval only allows the procedures to be modified to fit the special conditions of the services being sought. Every contract must be authorized, funded, negotiated, fiscally monitored, technically evaluated and contractually administered.

Contracts that will be federally funded under the auspices of the Federal Highway Administration are to be processed in conformance with Federal-Aid Policy Guide 23 CFR 172, *Administration of Engineering and Design Related Service Contracts*. The procedures outlined in this manual are in conformance with this Guide.

APPROVED:

—
DATE:

SECRETARY